

**PROPOSED**

**RPA NUMBER (HR USE ONLY)**

**21-057**

**ALERT: This form is mandatory for all Requests for Personnel Action (RPA).**

**INSTRUCTIONS:** Before completing this form, read the instructions located on last page.

### Section A: Position Profile

A. DATE 8/17/2021	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Information Technology Specialist I	E. POSITION WORKING TITLE Accessibility Engineer	
F. CURRENT POSITION NUMBER	G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-543-1402-002	
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Enterprise Technology/ Web Services/ Web Consulting - Rancho Cordova	I. SUPERVISOR NAME AND CLASSIFICATION Koji Kumpulainen, Information Technology Manager I	
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY-FRIDAY / 8:00AM – 5:00PM / DAY	K. POSITION REQUIREMENTS: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	

### Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<b>Information Technology Domains</b> (Select all domains applicable to the incumbent's duties/tasks.) <input checked="" type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input checked="" type="checkbox"/> Client Services <input type="checkbox"/> Information Security Engineering <input checked="" type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering
	<b>Organizational Setting and Major Functions</b> <p>The California Department of Technology (CDT) is focused on improving how state government develops and implements innovative solutions to meet the public's evolving needs, enrich customer experiences, and improve critical technological applications. CDT's Office of Enterprise Technology (OET) plays a critical role to enhance digital government and build a California that works for all Californians. We do this by providing foundational platforms and technology (such as GIS/Open Data, Web Portals, Software Engineering and Open Source code curation) for organizations to provide innovative digital services.</p> <p>Under the direction of the Information Technology Manager I (IT Mgr I) over the Web Consulting program, the Information Technology Specialist I (IT Spec I) serves as an Accessibility Engineer and is responsible for improving the accessibility of CA.gov websites and documents. The accessibility engineer uses in-depth knowledge of Web Content Accessibility Guidelines (WCAG), understanding of evaluation tools, and background in web development (HTML, CSS, JavaScript, ARIA) to create accessible digital products and collaborate with Department of Technology and partner agency teams to resolve accessibility issues.</p>
% of time performing duties  45%   35%	<b>Essential Functions</b> (Percentages shall be in increments of 5, and should be no less than 5%.)  <b>Accessibility support</b> <ul style="list-style-type: none"> <li>Perform accessibility audits of web pages, applications, and digital documents using accessibility testing tools and assistive technology.</li> <li>Write up reports, clearly articulating accessibility issues and recommendations for resolution based on current guidelines and standards.</li> <li>Answer accessibility related questions through service desk tickets and virtual meetings.</li> </ul> <b>CA.gov accessibility</b> <ul style="list-style-type: none"> <li>Collaborate closely with product and design partners to continuously improve the accessibility of the CA Design System (CA Web Template).</li> <li>Contribute accessible code to CA.gov, CA Design System, and other CA.gov domains</li> <li>Create and design digital alternatives to documents.</li> <li>Fix accessibility issues of digital documents using remediation tools.</li> <li>Monitor level of accessibility for CA.gov websites.</li> </ul>

15%

**Digital accessibility awareness and education**

- Stay up to date with latest accessibility standards, and inclusive design practices.
- Attend community of practices and occasionally present on subject matter expertise
- Work closely with Digital Accessibility Lead on digital accessibility initiatives that promote accessibility policies, practices, and standards.

5%

**Marginal Functions** (Percentages shall be in increments of 5, and should be no more than 5%.)

Other related duties as required.

**Work Environment Requirements**

- May be required to carry a cell phone.
- May be required to work outside of normal work schedule.
- Travel to internal and external customer locations for meetings is required.
- During state emergencies or activation by the California Office of Emergency Services, incumbents may be asked to work extended hours, 12 hour shifts, and/or off site and occasionally out of town.

**Allocation Factors** (Complete each of the following factors.)

**Supervision Received:**

The IT Spec I receives general directions from the IT Mgr I. It is expected that the IT Spec I interpret directions and coordinate, organize, plan, provide direction to staff, and facilitate the implementation of directions, projects and assignments.

**Actions and Consequences:**

The IT Spec I should have a thorough understanding of the responsibilities and duties of this position, and a broad understanding of the mission and goals of the OET. Poor decisions, judgments, and recommendations in the areas above could result in dissatisfaction of partners and the inability for products to function.

**Personal Contacts:**

The IT Spec I has regular contact with various California departments, agencies and their executive leadership and project staff, the California Government Operations Agency, CDT executives, leadership and project staff, and consultants. The IT Spec I may have contact with the Governor's Office, control agencies, business consultants, and vendors in the communication of program strategies, direction, and project changes.

**Administrative and Supervisory Responsibilities** Indicate "None" if this is a non-supervisory position.)

None

**Supervision Exercised:**

None; however, may lead a team, project or function. The IT Spec I has defined responsibility and authority for decision making related to projects or in an advisory function.

**Other Information**

**Desirable Qualifications:** (List in order of importance.)

The IT Spec I should have a multi-disciplinary background with strong skills and experience in the discipline of digital accessibility. The candidate should possess the following skills/abilities in order to perform the essential functions of the position:

- Background in assistive technology, web accessibility and/or alternative media production.
- Background in testing, developing test scripts, and documenting, publishing, and explaining test results.
- Knowledge of disability services, federal, state, and local laws and regulations related to the Americans with Disabilities Act, Section 508 of the Rehabilitation Act and current

and accepted accessibility standards including WCAG 2.1. Ability to explain the standards to state staff with varying levels of technical expertise.

- Ability to managing multiple high priorities simultaneously, each with tight deadlines.
- Ability to adapt to new technologies and trends in Information Technology (IT) and learn new skills to keep current with industry standards and best practices
- Experience using assistive technologies and remediation tools, such as:
  - Screen readers (JAWS, NVDA, etc.)
  - Voice recognition (Dragon)
  - CommonLook
  - SiteImprove
- Awareness of most used assistive technology. Ability to run tests using assistive technology, following up with detailed feedback for development teams on adjustments needed to ensure maximum accessibility.
- Strong knowledge of front-end web development, including HTML and CSS
- Basic understanding of JavaScript and WAI-ARIA.
- Proven experience participating and/or assisting in the development, implementation, and enforcement of department goals, objectives, policies, and procedures.
- Strong oral, written, and interpersonal communication skills to effectively interact with executive management and staff and deliver controversial or sensitive information.
- Ability to understand and interpret state and federal regulations and state policies and procedures, as well as communicate and provide guidance to management and staff.
- Results oriented and able to independently manage multiple projects, processes, and activities simultaneously.
- Familiarity with both general usability and accessibility specific usability problems.
- Experience with accessibility remediation using common tools, processes, etc.

**INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.**

INCUMBENT NAME (PRINT)

INCUMBENT SIGNATURE

DATE

**SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.**

SUPERVISOR NAME (PRINT)

SUPERVISOR SIGNATURE

DATE